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PLEASE RETURN
MICROCOMPUTER AND WORD PROCESSING TERM CONTRACTS.

Negotiations for annual term contracts for four microcomputers and two word processors have been completed and awards have been made for the following equipment:

- Apple IIe and Apple IIc -- Emery Computers
- Rainbow 100 and Rainbow 100+ -- Digital Equipment Corporation
- IBM 5150 PC, 5160 PC XT and 5170 PC AT -- IBM
- PC6300 -- AT&T
- Knowledge Worker Series -- A.B. Dick of Billings
- Displaywriter -- IBM

If your agency would like to purchase any of these products during the next year, they must be purchased from the selected vendors. An agency purchase order and an approved data processing justification form are necessary to purchase products supplied under term contracts. For assistance, contact the Resource Management Unit (444-2860) or the Information Center (444-2973).

GOLDENGATE MICROCOMPUTER SOFTWARE DEMONSTRATION

Cullinet's microcomputer integrated software package called GOLDENGATE will be demonstrated on Tuesday, September 18 and on Wednesday, September 19 from 9 a.m. to 11 a.m. and from 2 p.m. to 4 p.m. in the ISD Education Center, Room 14, Mitchell Building. GOLDENGATE Software works with Cullinet/R and includes word processing, spreadsheets, database, graphics, and communications. Call the Information Center to register (444-2973).

NEW ISSUE OF ICP SOFTWARE DIRECTORY AVAILABLE

The new edition of the ICP Software Directory provides a comprehensive source of computer software product information, indexed in several ways to assist in locating the desired information.

Six volumes are available from Systems Development Bureau. They include:

- Systems Software
- Management & Administrative Systems
Specialized Industry Systems

Manufacturing & Engineering Systems

Banking, Insurance & Finance Systems

General Accounting Systems

One volume is available from the Information Center:

- Microcomputer Systems including applicable product categories from the first six volumes.

For more information about the Directory, call Systems Development Bureau (444-3987) or Information Center Bureau (444-2973).

SDSF MESSAGE

When displaying input, the following message will appear.

"JOB DELETED BY JES2 OR CANCELLED BY OPERATOR BEFORE EXECUTION."

IGNORE THIS MESSAGE. The job should be waiting to execute.

ACF2 PASSWORDS

ACF2 requires that every LOGON ID have a password associated with it. Before processing the password information, ACF2 encrypts it in a method that cannot be deciphered. Passwords are controlled by each individual LOGON ID. User agency security officers and ISD's security officer have the authority to issue new passwords if you forget yours but they do not know or control the passwords that you assign.

Users are responsible for system access using the LOGON assigned to them. Passwords associated with each LOGON should be kept secret and not shared. Do not use your name, user number, phone number, or obvious words as a password because they are easy to guess.

Your password can be three to eight alphanumeric characters. Your password can be changed whenever you wish and must be changed at least every 90 days and kept for a minimum of 1 day.

To change your password:

- User: Logon cx0000
- System: Enter Password
Type in your old password/your new password

- User: dog/cat
- System: Password successfully altered

Your password has been changed from dog to cat.

We suggest you use this procedure instead of the one line LOGON.

Your password is your protection against unauthorized use of your LOGON ID. Keep it secret and change it often.

Some password controls that have been implemented include:

- Passwords must be at least three characters in length.
- All system access attempts with incorrect passwords are logged and reported.
- The system will automatically logoff users who supply an incorrect password three times in one logon attempt and will suspend a logon after seven invalid attempts in one day.
- A warning will be issued 4 days prior to the expiration date of a password.
- Passwords expire every 90 days. This is managed by each agency security officer and can be changed to meet individual security requirements.

SAS NEWS

SAS Classes Combined

The SAS class for programmers has been moved to the week of September 10 and combined with the class for non-programmers. Programmers will still attend only 3 days, September 11 thru September 13. Non-programmers will still attend all week, with Monday devoted to terminal skills, general computer operation theory and JCL (Job Control Language). Friday will be used for work on SAS projects.

SAS Support Available

Effective September 1, 1984, ISD will have support available for the SAS base product. This includes consultation, training, and problem resol-
Consultation

State employees who may wish to use SAS or find out more about it may call Gary Wulf at 444-2555 for information about:

- Uses of SAS
- Getting Started

Training

See the training schedule at the back of this bulletin for ISD courses available. Call Wendy Wheeler at 444-2856 for alternative training on SAS.

Problem Resolution

Call Gary Wulf for initial problem determination. Additional help may be obtained directly from SAS Institute itself, but they require that problems be handled through the installation's SAS Consultant.
INTRODUCTION TO LOTUS 1-2-3 (OA12): presented by Ron Heilman of the Information Center

LECTURE: October 22, 1984
TIME: 8:30 a.m. to noon
PLACE: ISD Education Center, Room 14, Mitchell Building
CANCELLATION DATE: October 10, 1984

LAB: October 22 and October 23
TIME: October 22 from 1:00 p.m. to 5:00 p.m. October 23 from 8:00 a.m. to noon or 1:00 p.m. to 5:00 p.m.

COST: $50.00
LIMIT: 12
PREREQUISITE: None

This lecture will be followed with three half-day labs with four persons per lab. Labs will be given on October 22 from 1:00 p.m. to 5:00 p.m. and on October 23 from 8:00 a.m. to noon or 1:00 p.m. to 5:00 p.m.

This course is designed for anyone with little or no previous 1-2-3 or microcomputing experience.

Introduction to LOTUS 1-2-3 will concentrate on 1-2-3 spreadsheet commands, design and basic what-if analysis. The more advanced features such as macro programming, one and two-way sensitivity analysis tables and database commands will be covered in detail in the advanced course.

LOTUS 1-2-3 Advanced Features (OA21): presented by Ron Heilman of the Information Center

LECTURE: September 25, 1984
TIME: 8:30 a.m. to noon
PLACE: ISD Education Center, Room 14, Mitchell Building

LAB: September 25 and September 26
TIME: September 25 from 1:00 p.m. to 5:00 p.m. September 26 from 8:00 a.m. to noon or 1:00 p.m. to 5:00 p.m.
PLACE: ISD Education Center, Room 14, Mitchell Building

COST: $50.00
LIMIT: 12
PREREQUISITE: OA12 (Introduction to LOTUS 1-2-3) or equivalent
CANCELLATION DATE: September 10, 1984
This lecture will be followed with three half-day labs with four persons per lab. Labs will be given on September 25 from 1:00 p.m. to 5:00 p.m. and on September 26 from 8:00 a.m. to noon or 1:00 p.m. to 5:00 p.m.

This course is designed for anyone who is using 1-2-3 for basic spreadsheet work. The more advanced features such as macro programming, one and two-way sensitivity analysis tables and database commands will be covered in detail.

SAS BASICS FOR USERS (CSD31) and SAS FOR PROGRAMMERS (CSD32): presented by Gary Wulf of the Information Center

DATES: Users -- September 10 to September 14, Programmers -- September 11 to September 13
TIME: 8:30 a.m. to 4:30 p.m.
PLACE: ISD Education Center, Room 14, Mitchell Building
COST: $300.00 for users, $250.00 for programmers
LIMIT: 10
PREREQUISITES: For CSD31 - Basic Skills (CSD12) or equivalent terminal proficiency. For CSD32 - Basic Skills (CSD12) plus JCL (CSD41) or equivalent JCL experience and a programming language or statistical system such as SPSS or BMDP.
CANCELLATION DATE: September 4, 1984
INTENDED AUDIENCE: Users with no previous SAS experience who need a working knowledge of the basics of SAS.

SAS (Statistical Analysis System) is a software system for data analysis.

This class introduces the SAS base product, including:

- Overview of SAS capabilities and uses
- SAS Language
- How SAS handles data
- Writing SAS programs
- Executing SAS programs on our system in batch
- Running SAS interactive sessions under TSO.
- Job Control Language (JCL) necessary to run the basic SAS batch procedure and to make the most needed modifications to the procedure.

The SAS class for programmers, originally scheduled for September 18 to September 20, has been moved to the week of September 10 and combined with the class for non-programmers. Programmers will attend only 3 days, September 11 to September 13. Non-programmers will attend all week. Monday, September 10, will concentrate on terminal skills, general computer operation theory and JCL (Job Control Language). Friday, September 14, will be used for further work on SAS projects.
INTRODUCTION TO MICROCOMPUTERS (OA01): presented by Dave Marshall of the Information Center

DATE: September 25, 1984
TIME: 8:30 a.m. to 4:00 p.m.
PLACE: Room C209, Cogswell Building
COST: $50.00
LIMIT: 50
PREREQUISITE: None
CANCELLATION DATE: September 15, 1984

This course will acquaint managers and professionals with the microcomputer and its use. The course will attempt to provide an overview of the entire microcomputer field with emphasis on the business-scale single user microcomputer systems. Topics to be discussed include: Hardware components and their interaction; operating systems and languages; application software; typical uses, communication capabilities and problems and limitations of microcomputer.

BASIC MICROCOMPUTER SKILLS (OA02): presented by the Information Center

DATE: October 15, 1984 or October 19, 1984
TIME: 8:30 a.m. to 4:00 p.m.
PLACE: ISD Education Center, Room 14, Mitchell Building
COST: $50.00
LIMIT: 12
PREREQUISITE: None
CANCELLATION DATE: October 1, 1984

This course will give participants brief hands on experience with microcomputers. Topics to be covered:

- The machine
- The operating system
- Word processing
- Spreadsheets and graphics
- File management
- Communications

All class time will be spent using microcomputers and software. The participant will learn what microcomputers can do and how to approach them. They will become familiar with the system. This course or its equivalent will be a prerequisite for many future microcomputer courses.

ADS/Online (DB02): presented by Gary Poepping of the Database and Design Administration

DATES: October 1 to October 12
TIME: 8:30 a.m. to noon
PLACE: ISD Education Center, Room 14, Mitchell Building
This class is for programmers interested in using the Cullinet tool for prototyping and developing on-line database applications. Also included will be the new Application Control Facility features of Release 1.1. For experienced ADS/O programmers, there will be a 2 day class on the new ADS/A features in November.

BASIC SKILLS (CSD12): presented by Wendy Wheeler of the Information Center

DATE: October 16, 1984
TIME: 8:30 a.m. to 4:00 p.m.
PLACE: ISD Education Center, Room 14, Mitchell Building
COST: $25.00
LIMIT: 8
PREREQUISITE: 3270nd (IIS class on terminal operation)
CANCELLATION DATE: October 5, 1984

Learn the basics of using a computer terminal. Become confident manipulating data using the SPF editor. Learn how to use the more common SPF Utilities. Know how to check your job status and output using SDSF.

This course is a prerequisite for many other ISD classes.

Please call the Wendy or Sheila (444-2973) if you have any questions on the schedule.

To register for classes, please complete the following enrollment form and return it to Information Services.

FULL CLASS FEE WILL BE BILLED TO THE REGISTRANT UNLESS CANCELLATIONS ARE MADE BY THE DEADLINE LISTED FOR EACH CLASS.
ISD ENROLLMENT APPLICATION
(FOR ALL COURSES)

PLEASE COMPLETE THE FOLLOWING APPLICATION AND RETURN TO INFORMATION SERVICES DIVISION

COURSE: ___________________________________________________________

DATE: _____________________________________________________________

STUDENT: __________________________________________________________

AGENCY/DIVISION __________________________________________________

PHONE: ____________________________________________________________

ISD BILLING NO: ___________________________________________________

SOC SEC NO (FOR P/P/P): _____________________________________________

AUTHORIZED SIGNATURE: _____________________________________________

HAVE YOU MET THE PREREQUISITES FOR THIS COURSE? PLEASE EXPLAIN GIVING JOB EXPERIENCE OR CLASS WHEN APPLICABLE

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